

OPERATIONS BUSINESS TEAM

July 30, 2001 (DRAFT)

	OPPORTUNITY CATEGORY	TOPICS	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	All	OBT Strategic Planning Meeting	<i>OBT to revisit the Operations 10X Vision prior to 12/31/01. Initiatives for Operations decided and checked against core strategies. OBT accountabilities for initiatives assigned. Operations Planning, Strategic Planning Group assigned to reconcile new initiatives with current Operations Strategic Plan prior to Senior Team Game Plan Meeting scheduled in September 2001.</i>	<i>PM USA Operations Game Plan Exercise conducted. Updates also given on Business Market Trends and Corporate Responsibility.</i>	DONE	OBT
2	Compliance	Revised Scenario 6 QS Standard for Operations		<i>M. Schreck to make presentation. Time: 30 min.</i>	8/8/01	J. Carboni
3	Costs & Cash Flow	<i>Discretionary Funding of External Scientific Activities - Discussion of Policy</i>		<i>R. Solana and C. Lilly to facilitate discussion. Time: 30 min.</i>	8/8/01	R. Solana
4	Costs & Cash Flow	<i>Operations Measures</i>		<i>J. Moose to give update. Time: 20 min.</i>	8/8/01	H. Burnley
5	Costs & Cash Flow	<i>Production Plan Update</i>		<i>R. Kelly to make presentation. Time: 30 min.</i>	8/8/01	H. Burnley
6	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		<i>R. Sarmento to give presentation. Time: 20 min.</i>	8/8/01	M. Saine
7	Costs & Cash Flow	Symphony Release Plan		<i>D. G. Johnson and D. Riegel to make presentation. Time: 2 hr.</i>	8/8/01	H. Burnley
8	Organizational Capability	<i>Affirmative Action Plan</i>		<i>N. R. Jackson to make presentation. Time: 45 min.</i>	8/8/01	K. Benner
9	Organizational Capability	<i>PMECF Update</i>		<i>T. Hanson, C. Comes and H. Crapol to give update. Time: 1 hr.</i>	8/8/01	T. Hanson
10	Compliance	Semi-Annual Update on Sanitation		<i>D. Chadick to give update. Time: 30 min.</i>	9/5/01	J. Lewis
11	Compliance	<i>Video for Contractors on Company Policies</i>		<i>D. Merrill to present video. Time: 30 min.</i>	9/5/01	
12	Consumer Connections	Contact Center Optimization - Business Case Approval		<i>P. Grantham to make presentation.</i>	9/5/01	J. Carboni
13	Costs & Cash Flow	2002 OB - Communication of Targets		<i>S. Mitchell to make presentation. Time: 1 hr.</i>	9/5/01	M. Saine

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14	Costs & Cash Flow	Manufacturing Optimization Strategy - Business Case Update	K. Kriva, P. Longest, S. Hunter, D. G. Johnson and J. Gomes to give updates on business cases for Existing Equipment Strategy, Filter Making Reconfiguration, Material Handling, Manufacturing System Infrastructure and MC Infrastructure Upgrades respectively. Time: 2 hr.	9/5/01	C. Schwartz & G. Ruth
15	Costs & Cash Flow	MONTHLY - Operations Budget Update for July	S. Mitchell to give update. Time: 30 min.	9/5/01	M. Saine
16	Costs & Cash Flow	Operations Measures	J. Moose to give update. Time: 20 min.	9/5/01	H. Burnley
17	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	9/5/01	H. Burnley
18	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability	Time: 2 hr.	9/5/01	H. Burnley
19	Organizational Capability	Accountabilities for Training	C. Schwartz to lead discussion. Time: 30 min.	9/5/01	C. Schwartz
20	Organizational Capability	Salaried Hiring Strategies	S. Scofield & P. Faust to make presentation	9/5/01	K. Benner
21	Quality System Implementation	Preview of 3rd Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	9/5/01	J. Carboni
22	Costs & Cash Flow	2002 OB Preliminary Budget Review	Entire meeting devoted to this topic. S. Mitchell to facilitate	9/28/01	M. Saine
23	Consumer Connections	RL TSNA Reduction - Business Case Approval	T. Holland to make presentation.	10/15/01	H. Alonso
24	Costs & Cash Flow	MONTHLY - Operations Budget Update for August & September	S. Mitchell to give update. Time: 30 min.	10/15/01	M. Saine
25	Costs & Cash Flow	Operations Measures	J. Moose to give update. Time: 20 min.	10/15/01	H. Burnley
26	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	10/15/01	H. Burnley
27	Costs & Cash Flow	Review of Annual OBT Planning Meeting for OBT Reports	Facilitator TBD	10/15/01	H. Burnley
28	Costs & Cash Flow	Summary of Strategic Plan Activity for 3rd Quarter 2001	Presenter TBD	10/15/01	H. Burnley
29	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (11/11/01)	R. Sweeney to make presentation. Time: 20 min.	11/1/01	H. Alonso

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30	Costs & Cash Flow	MONTHLY - Operations Budget Update for October	S. Mitchell to give update. Time: 30 min.	11/19/01	M. Saine
31	Costs & Cash Flow	Operations Measures	J. Moose to give update. Time: 20 min.	11/19/01	H. Burnley
32	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	11/19/01	H. Burnley
33	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement	Facilitator TBD. Time: 1 hr. 30 min.	11/19/01	H. Burnley
34	Organizational Capability	Technical Ladder Review	D. Donaher to facilitate review. Time: 40 min.	11/19/01	H. Alonso
35	Quality System Implementation	Preview of 4th Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	11/19/01	J. Carboni
36	Costs & Cash Flow	Final 2002 OB Review	S. Mitchell to make presentation. Time: 1 hr.	12/10/01	M. Saine
37	Costs & Cash Flow	MONTHLY - Operations Budget Update for November	S. Mitchell to give update. Time: 30 min.	12/10/01	M. Saine
38	Costs & Cash Flow	Operations Measures	J. Moose to give update. Time: 20 min.	12/10/01	H. Burnley
39	Costs & Cash Flow	Perforation Optimization - Decision Whether to Outsource	L. Nardell to make presentation.	12/10/01	H. Long
40	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	12/10/01	H. Burnley
41	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to give presentation. Time: 30 min.	12/10/01	M. Saine
42	Costs & Cash Flow	Strategic Plan Review - Product & Blend	Facilitator TBD. Time: 1 hr. 30 min.	12/10/01	H. Burnley